



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: III-7 Effective Date: 07/02

SUBJECT: **DRUG TESTING (PRE-EMPLOYMENT)**

PURPOSE:

To maintain a testing and screening program designed to prevent and/or detect abuse of drugs by applicants for employment.

DEFINITION: Drug abuse shall be defined as:

1. Excessive use of lawfully obtained prescription drugs or over the counter drugs when such use substantially impairs job performance, alters behavior and/or creates a risk to the health and/or safety of the employee or others; and/or
2. Use of illegal drugs or controlled prescription drugs obtained unlawfully.

GENERAL BACKGROUND:

City employees provide a variety of services to the public, many of which require contact with the public and require a good deal of public trust. Also, many employees are responsible for or operate expensive, heavy and high-speed equipment or vehicles. Drug use:

1. Creates a risk of danger to the health and safety of the employee, other employees and members of the public;
2. Creates a risk of error and/or delay in job performance;
3. Contributes to extensive absenteeism and use of sick leave;
4. Increases use of medical benefits increasing their costs and the costs of health insurance premiums.

Current City of Riverside Personnel Policy III-1, "Discipline," prohibits use, possession, sale, or being under the influence of alcohol or illegal drugs during assigned working hours or while on City property, or reporting to work under the influence of illegal drugs.

POLICY:

The City will not hire individuals who abuse drugs. Accordingly, the following guidelines shall apply to candidates selected for employment:

1. Candidates who are offered employment for regular full-time or regular part-time positions (with benefits) shall be drug tested. This includes current temporary employees considered for regular positions. Exceptions may be made by the Human Resources Director, in accordance with federal and state law.
2. As part of the pre-placement physical examination phase of the selection process, all candidates shall be screened for the presence of drugs in their systems prior to appointment to a position in the City service.
3. Candidates shall be notified of the testing requirement in recruiting literature, and by the physician or clinic staff administering pre-placement physical examinations for the City.
4. Candidates shall be required to sign the consent statement for such screening contained on the pre-placement physical examination form and sign the consent statement for the release to the City of any and all information concerning the results of such screening.
5. The City's Human Resources Department shall not voluntarily release such information to anyone else, nor to any entity including law enforcement agencies. This guarantee of confidentiality shall be clearly communicated to the candidate.
6. Refusal to sign the consent statements or a positive indication of drugs (not prescribed by a treating physician) in the candidate's system shall be sufficient cause for not appointing the candidate to a position in the City service.
7. A positive indication of drugs from a testing of a sample provided by a candidate shall automatically require a second testing of the sample by an alternate method.
8. The candidate may request that retesting of the same sample be done by another party or laboratory at the candidate's expense provided the laboratory meets generally accepted standards for such testing and custody of the sample.
9. The candidate shall be deemed to have passed if the second test is negative.
10. If a candidate is employed pursuant to a retest, the City, at its discretion, may randomly test the employee twice during his/her probationary period.
11. The confirmed presence of any illegal drug in a urine sample shall be cause for disqualifying candidates from applying for a job with the City for a period of one year.

PROCEDURE:

Responsibility	Action
Human Resources	<ol style="list-style-type: none"> 1. Includes notice of drug testing requirement in recruiting literature and when administering pre-placement physical examinations. 2. Schedules drug screen examinations as part of pre-placement medical examinations.

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| | 3. Requires candidate to sign a commitment to complete pre-placement medical examination. |
| Candidate | 4. Attends scheduled appointments with Human Resources Department and medical examiner. |
| Occu-Med Examining Physician | 5. Requires candidate to sign necessary consent statement(s) for: 1) drug screening, and 2) the release of any and all information concerning the results of such screening to Occu-Med's Evaluating Physician and to the City of Riverside. Candidate's refusal to sign the consent statement(s) shall be sufficient cause for not appointing the candidate to a position in the City service. |
| | 6. Processes drug screen. A positive indication of drugs from testing of a sample provided by a candidate shall automatically require a second testing of the same sample by an alternate method. |
| | 7. Provides Occu-Med Evaluating Physician with drug screen report. |
| Occu-Med Evaluating Physician | 8. Provides drug screen results to the City. A positive indication of drugs (not prescribed by a treating physician) in the candidate's system shall be sufficient cause for not appointing the candidate to a position in the City service. |
| Human Resources Department | 9. Notifies candidate of drug screen results. Does not voluntarily release information on drug screen to anyone else, nor to any entity including law enforcement agencies. |
| Candidate | 10. May request that retesting of the same sample be done by another party or laboratory at the candidate's expense provided the laboratory meets generally accepted standards for such testing and custody of the sample. Candidate shall be deemed to have passed if the second test is negative. |
| Human Resources Department | 11. May test, at its discretion, the employee twice during his/her probation period if candidate employed pursuant to a retest. |

12. May disqualify candidates from applying for a job with the City for a period of one year from the date of screening when the confirmed presence of any illegal drug in a urine sample is found.
13. Shall retain a record of all positive pre-placement drug screens for a period of one year.